

TOWN OF COLCHESTER PARKS & RECREATION

SPORTS LEAGUE FIELD USE POLICIES & PROCEDURES

(REVISED ON 10/3/16)

APPLICATION TIMELINES

Sports Leagues

Any sports league wishing to use facilities under the jurisdiction of the Colchester Parks & Recreation Department should make their request to the Parks & Recreation Department at the appropriate Sport Council Facility Scheduling meeting (see below). It benefits each Sport League to send a representative to the meeting. The goal of the meetings are to clear up any conflicting requests, create communication between the leagues and to facilitate the responsible use of fields and facilities for all. Meeting are scheduled by the Parks & Recreation Department and leagues are notified in a timely manner.

Sports Season	Facility Usage Period	Sport Council Facility Scheduling Meeting
Spring – Outdoor	April through August	February
Fall – Outdoor	August through November	June
Winter – Indoor	November through March	September

Special Events

Special Event facility requests may be made in January prior to their event by submitting the appropriate paperwork to the Parks & Recreation Department. Please see the document entitled “Policy Governing Issuance of Special Events Permits.”

Miscellaneous Rentals

All other reservation requests may be made according to the policy entitled “Park Pavilion/Sport Field Rental Policy”.

PERMIT APPLICATION PROCESS

The Parks and Recreation Department sets a due date for permit requests shortly after each Sport Council scheduling meeting. After this date, the Recreation Department immediately begins to review the applications. All forms must be received in order for scheduling to begin.

Indemnification/Release waivers, insurance certificates, and endorsements status must be valid in order to schedule use of fields. Delays may take place during the application review process due to incomplete applications, unclear requests, duplicate requests, last minute changes and unique case-specific situations. (Note: changes in dates, times or cancellation after the due date could result in the assessment of a permit fee.)

Requests are then entered into the Facility scheduling software and await approval from the Recreation Manager and School Principals. Once field requests are approved, a permit is emailed

to each league. If a permit requests for school use is sent after the due date, then the requesting league must go directly to the school.

PRIORITY SCHEDULING

1. Town-sponsored programs will receive first preference and may override outside confirmed reservations.
2. Primary season sports receive priority scheduling in that season.
3. League, scheduled, and make-up games will take preference over practices.

FACILITY RENTAL FEES

By default, all leagues must pay all applicable fees. However, “endorsed” leagues may have field rental fields waived; amenity fees (lights, pavilion rental, etc.) will not be waived.

BALLFIELD LIGHT FEES

Lights are billed on an hourly basis, based on the current fee schedule:

- ☐ R1 - \$15.00/hour
- ☐ R2 - \$30.00/hour
- ☐ R3 - \$22.00/hour
- ☐ R5 - \$3.00/hour
- ☐ R8 (Football Field) - \$19.00/hour

LIGHT OPERATION

Sport Leagues will receive league-specific codes and instructions for operation of the lights, and will be billed on a quarterly basis. Other rentals will be arranged as either pre-set times for the lights to be on/off, or controlled by on-site staff, which may be billed to the rental group. All lighting use associated with each sport leagues code will be billed to that code holder. It is the responsibility of the league associated with the code for payment. The Department of Public Works considers all use associated with this code to be valid and will not conduct any investigation regarding misuse of this code by others. It is the responsibility of the Leagues to appropriately safeguard the lighting code assigned to it. It is also the responsibility of the leagues to contact the Dept. of Public Works in regards to deactivation of codes at the completion of the league season.

RESIDENT STATUS

1. The Colchester Parks and Recreation Department reserves the right to request proof of eligibility for all applicants using Colchester facilities.
2. Non-Resident Fees are charged as follows:

- Adult Sports (Men and Women) – \$20.00 per non-resident player

ELIGIBILITY*

- Non-profit organization
- For youth leagues, at least 75% of league participants must be Colchester residents.
- For adult leagues, at least 50% of league participants must be Colchester residents or taxpayers, or employed in Colchester.
- Established policies that promote proper youth development as a primary goal of league and maintain a recreational focus (youth sports only).
- A league cannot be affiliated with Premier/AAU/Select or similar competitive levels of play (youth sports only).

*Endorsed eligibility and requirements are over and above standard field use policies.

TEAM ROSTER

Adult sports team rosters are due to Parks & Recreation Department prior to league game play start date. Residency proof must be included with rosters. Players must be residents of Colchester or employed by the Town. Valid proof is required with a copy of CT Driver's License listing Colchester as address (front & back must be on copy), copy of lease or rental agreement, or a warrantee deed to your property. Team roster may be spot-checked by staff periodically throughout the season. Non-resident fees will be accepted by mail or walk-in, or by credit card.

MAINTENANCE & SUPERVISION REQUIREMENTS

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing to the Public Works Director.
2. Cooperation with the Public Works Department is expected at all times. This includes altering practice schedules if necessary to accommodate field maintenance. A pre-event on-site inspection with the Parks Crew Leader or the Public Works Director may be required.
3. Any group or organization using facilities will be responsible for providing proper supervision and janitorial services for the area in use.
4. Custodial fees will be charged when services are requested for special setups and area restoration, if personnel are not normally scheduled. Custodial fees shall be paid at an hourly rate set by the Board of Education and/or the Public Works Department, which may be for a minimum of two hours.

INCLEMENT WEATHER

Caution must be exercised with the use of facilities when wet. Rescheduling of events may be required. Two considerations follow:

1. Should the Public Works Department determine that the fields should not be used due to inclement weather; the league will be notified by 3:00 p.m. If conditions dictate closure after 3:00 p.m., it will be up to the discretion of the league administrator. If a violation exists, a penalty may be assessed.
2. The Public Works Department has the discretionary right to cancel events scheduled to be held at the Town Green.

FOOD CONCESSIONS

1. Organizations must request permission for the sale of food and/or beverages for their events separately from this form. Applications are available at the offices of the Chatham Health Dept.
2. Rights to the R8 (Football Field) concession stand are only provided to Colchester non-profit youth organizations.

DAMAGES

1. The Public Works Department will inspect the facilities for damage at the close of the event. Failure to exercise reasonable care in the use of the facility or field will result in paying damages including labor costs and/or the applicant's ability to obtain permits in the future.
2. The cost of repair will be the actual cost of the repair including labor charges. The league will be billed for the damages with payment to be made within 30 days.

Examples of Damages:

- Damage to building, equipment, or property (you will also be billed in addition to retained deposit, according to the cost of repairs).
- Failure to clean up properly.
- Failure to surrender the facilities at the scheduled time.
- Unruly or disruptive actions of participants.
- Use of rooms not rented or areas reserved but not used.
- Misrepresentation of your organization and the type of activity.
- Failure to hire Police for the event when required.

SAFETY PLAN/PROCEDURES

Leagues are required to follow safety guidelines and parameters surrounding league play, as established by the leagues, unless overridden by Parks and Recreation Department.

A supervisor of an activity involving young people has the responsibility to assure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must

take appropriate precautions, such as providing onsite medical staff, first aid kits, emergency action plans, and/or the ability to contact emergency services.

EMERGENCY CONTACT

In case of any emergencies of safety and/or property damage, call 911.

SAFETY REQUIREMENTS

- Concussion Response Education & Protocol. (youth sports only)
- All coaches must have valid CPR and First Aid certification.
- Parents and guardians of participating children shall sign emergency medical treatment/medical history forms. These forms shall be made available to each coach and shall be available at the facility at the time of such participant's use.
- First aid kits shall be on the playing field/surface at all times, fully supplied.
- An emergency action plan and guidelines for coaches is required.
- Background checks of all coaches, and volunteers who have direct contact with children. (youth sports only)

ADMINISTRATIVE REQUIREMENTS

- A listing of Board/Officers and Coaches, Constitution/By-Laws, and regular meeting agendas and minutes.
- Initial NYSCA certification or sport specific equivalent of all coaches (youth sports only).
- Liability Insurance for the league and a signed Indemnification/Release Waiver. (Submit yearly)

A copy of all other forms must be submitted to the Parks and Recreation Department upon request.

VIOLATIONS

If a violation occurs the sports league is subject to loss of field use, loss of a permit and/or a loss of Endorsement status.

NOTIFICATION OF CHANGES

The Colchester Parks & Recreation Department shall provide written notification of any operational or policy changes to all organizations using town facilities prior to their effective date.